



## CTsource Bid Board Information

(Updated February 18, 2022)

Welcome to the State of Connecticut's CTsource Bid Board! The CTsource Bid Board enables users to easily access and view solicitation information.

The CTsource Bid Board replaced BizNet in August 2020 and contains the Department of Administrative Services Procurement Division (DAS) as well as all other CT state agencies, municipalities, and political subdivisions solicitation opportunities.

### How to Conduct a Search on the Bid Board

The Bid Board has filters and searching capabilities, including being able to search by commodity codes or partial commodity codes.

If you know the solicitation number or the title for which you are searching, enter the information in the Search field and solicitations matching your search criteria will populate.

The screenshot shows the CTsource Bid Board interface. At the top, there is a teal header with the 'Bid Board' title, a search bar with a magnifying glass icon, and navigation icons for document, grid, user, and language (English). Below the header, the main content area displays '6 Matching Solicitations Found' and 'Page 1'. On the left, there are two filter panels: 'Status' with checkboxes for Open (4), Awarded (1), and Closed (1); and 'Bid Types' with checkboxes for Invitation to Bid (3), Request for Proposal (2), and DAS-CS Request for Qualifications (1). The search results are listed in a table-like format with three entries:

- 20PSX0096 | Postmortem Bags\***  
Start Date: Oct 1, 2020  
End Date: Oct 29, 2020  
State of Connecticut
- 20PSX0113A | Software Reseller Value Added Reseller services**  
NASPO ValuePoint RFP for the Software Value Added Reseller Services can be found via [https://app.az.gov/page.aspx/en/bpm/process\\_manage\\_extranet/4465](https://app.az.gov/page.aspx/en/bpm/process_manage_extranet/4465). For a direct link please refer to the attachment.  
Start Date: Oct 15, 2020  
End Date: Oct 20, 2020  
State of Connecticut
- 20PSX0091 | Signs, sign stands and accessories for the Department of Transportation (DOT)**




Filter mechanisms are available to narrow your search for a solicitation on the Bid Board including the **Status Filter**, **Bid Type Filter**, **Commodities Filter**, and the **Organizations Filter** as described below. Once a filter is used, you may choose another filter to narrow your search further. The 'Sort Results By Relevance' drop down feature in the top right corner enables a sort by Ascending or Descending order for Start Date or End Date.

<p>Status</p> <p><input type="checkbox"/> Open (4)</p> <p><input type="checkbox"/> Awarded (1)</p> <p><input type="checkbox"/> Closed (1)</p>	<p><b>Status Filter</b> – Choosing ‘Open’ will populate active solicitations. Selecting ‘Awarded’ will list the solicitations selected for potential award. <u>Note:</u> a DAS Procurement solicitation is truly awarded when an active contract is published on the Contract Board. A ‘Closed’ status represents solicitations that are under evaluation and have not been awarded.</p>
<p>Bid Types</p> <p><input type="checkbox"/> Invitation to Bid (3)</p> <p><input type="checkbox"/> Request for Proposal (2)</p> <p><input type="checkbox"/> DAS-CS Request for Qualifications (1)</p>	<p><b>Bid Type Filter</b> – DAS Procurement bid types are as follows: Invitation to Bid, Request for Proposal, Request for Qualifications, Request for Information, etc.. Other bid types will display as more organizations are added to the CTsource system.</p>
<p>Commodities (500)</p> <p>Search &amp; Select Commodity</p> <hr/> <p><input type="checkbox"/> Building and Facility</p> <p>Construction and Maintenance</p>	<p><b>Commodities Filter</b> – To search for a solicitation by commodity, enter the UNSPSC commodity code or the commodity name in the search field. Any codes matching your search criteria will populate. Please note that the State of Connecticut is using Version 17 of the UNSPSC commodity code set.</p> <p>A PDF version of the UNSPSC code set is accessible from the website:  <a href="https://portal.ct.gov/DAS/CTSource/CTSource">https://portal.ct.gov/DAS/CTSource/CTSource</a></p>
<p>Organization (2)</p> <p><input type="checkbox"/> State of Connecticut (5)</p> <p><input type="checkbox"/> DAS Construction Services (1)</p>	<p><b>Organizations Filter</b> – By default, all solicitations published on the Bid Board will appear. Selecting ‘State of Connecticut’ will populate statewide solicitations issued only by DAS Procurement. To search/ filter for a solicitation issued by a specific state agency or municipality, click on the box next to the name of the applicable organization.</p>








Click **Clear filter** to clear the search filters to begin a new search.

The title bar on the Bid Board has the following icons:



-  View All Public Solicitations
-  Return to Bid Board Dashboard
-  Log into WebProcure

Icons associated with status or actions for solicitations:

	Open Solicitation
	Closed Solicitation
	Solicitation Under Evaluation
	Awarded Solicitation
	Solicitation Canceled/Retracted
	Solicitation Has Been Amended
	Solicitation is Ending Soon

### **Information Available on the Bid Board**

Once you find the solicitation you want to view, click on the **Solicitation Number** or **Solicitation Title** hyperlink to display the **Solicitation Summary** page.

From the Summary page you can see solicitation high level details like Start & End information, Contact Information, Commodity Code(s), Solicitation Items (if applicable) and Attachments.

Under Attachments, all related solicitation documents are published for review. Addenda will also be displayed under this section.


If the Q & A Center has been enabled for the solicitation, the last section on the summary page may display a rolling list of questions and answers associated with the solicitation during the allowed timeframe. Below is a sample of how it will look:

An addendum attachment will also include the list of Q & A in a summarized format.

To view other solicitation requirements from the Bid Board, click the button in the top right corner of the summary page titled: *Print/Download solicitation summary*. This will launch a PDF version of the solicitation summary including other details if applicable. Note: this does not include the solicitation attachments. Each attachment will need to be downloaded and viewed separately. Suppliers registered with CTsource will see most solicitation details in online views.


Note: Some organizations like DAS Procurement will require suppliers to respond to a solicitation only via CTsource. To submit a solicitation response, vendors/suppliers/contractors must be registered in CTsource via this link: <https://portal.ct.gov/DAS/CTSource/Registration>.

After an Invitation to Bid solicitation closes, a bid tabulation summary (bid opening results) will be displayed in the *View award report* button next to the *Print/Download solicitation summary* within 24 hours from the end date and time.


 Print/Download solicitation summary

 View award report


After clicking the button, an Award Information summary page displays. At the bottom of the page, the tabulation results may be viewed under the Award Documents section. Click on the document name hyperlink (*Bid Opening Results.xlsx*) to see the summarize results.

Award Documents		
Type	Document Name	Creation Date
	<a href="#">Bid Opening Results.xlsx</a>	October 09, 2020 at 1:11:15 PM CDT

DAS Procurement will display potential award information on the Bid Board. A Contract Award is represented as an active contract published on the CTsource Contract Board.

To share a link of a specific solicitation, click the share icon  at the bottom right side of the summary page. The share menu bar options appear, select the preferred method to share the solicitation link.



 The copy icon is the most popular to share via email. Simply click the icon and paste into the body of an email.